

YEAR 9 Subject Yearly Overview

Subject:	TOPIC	COMPONENT	<i>Notes: Why are you delivering this topic at this time of year?</i>
Autumn 1	Digital Functional Skills Using devices and handling information Workbook 1 -1.1, 1.2	LO: Know what an application is and the main types of application software Skills Know what an application is and the main types of application software (including email clients, web browsers, mobile device applications, security applications, word processors, presentation software). Knowledge Know the main features and uses of different types of devices. (Including desktop, laptop, mobile devices, smart devices).	These are units that go towards a digital functional skills course. They give the knowledge and understanding of understanding different digital device and their uses
Autumn 2	Digital Functional Skills Using devices and handling information Workbook 1 -1.3, 1.4	LO: Navigate online content Skills Navigate online content to locate required information. Knowledge Apply system settings (including display, sound, Wi-Fi, time, language, accessibility).	These are units that go towards a digital functional skills course. They give the knowledge and understanding of understanding different digital device and their uses .

Spring 1	Digital Functional Skills Using devices and handling information Workbook 1 -1.5, 1.6	LO: Carry out searches on the internet Skills Carry out searches on the internet (including information, images, videos). Knowledge Use files to read and store information (including creating a file, opening a file, reading information from a file, editing a file, saving a file).	These are units that go towards a digital functional skills course. They give the knowledge and understanding of understanding different digital device and their uses
Spring 2	Digital Functional Skills Using devices and handling information Workbook 1 -1.7, 1.8	LO: Know how to use files and folders Skills Know how to use files and folders to organise and retrieve information (including local and remote storage). Knowledge Know when there is a problem with a device or software and know the difference between system errors (including device crashing or freezing, slow response) and user errors (including using incorrect credentials, incorrectly connecting hardware).	These are units that go towards a digital functional skills course. They give the knowledge and understanding of understanding different digital device and their uses
Summer 1	Digital Functional Skills Using devices and handling information Workbook 1 -1.9	LO: Apply a solution to solve a simple technical problem Skills	These are units that go towards a digital functional skills course. They give the knowledge and understanding

		Apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error). Knowledge Have the knowledge to apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error). Present information using spreadsheets	of understanding different digital devise and their uses
Summer 2	IT and the world of work	LO: identify the difference between working from home and in the office Skills Learners must be able to identify how the modern structure of the workplace will impact their future lives Knowledge This unit will give deeper understanding of the methods employed by organisations and the impact the use of IT in the working environment has on all stakeholders	This unit will give a better understanding in the world of work, to appreciate the innovation and technology that has taken place over time. It will help with their job choices and options.